

VILLAGE OF EAST TROY



SPECIAL EVENT APPLICATION

Application must be submitted 45 days prior to event.

Date Recd: _____

Checklist of submittals: *(check forms you are submitting)*

- | | |
|---|--|
| <input type="checkbox"/> Special Event Application | <input type="checkbox"/> Banner Application (n/c) |
| <input type="checkbox"/> Signed Hold Harmless Agreement | <input type="checkbox"/> Parade/Walk/Run/Race App (fee) |
| <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Temp. Beer/Liquor License (fee) |
| <input type="checkbox"/> Fee Schedule & payment (fee) | <input type="checkbox"/> Temp. Operator License (fee) |
| <input type="checkbox"/> Event Tasks List | <input type="checkbox"/> Other – List: _____ |

NAME OF EVENT: _____

DATES OF EVENT: _____

HOURS OF EVENT: _____

LOCATION OF EVENT: _____

DESCRIPTION OF EVENT ACTIVITIES: _____

EXPECTED ATTENDANCE: _____

APPLICANT:

Name: _____

Address: _____

Telephone Number: _____

EVENT CHAIRMAN:

Name: _____

Address: _____

Telephone Number: _____

Has the Event Chairman previously conducted a public event? (If yes please explain when, where and nature of that event). _____

Has the Applicant OR Event Chairman previously been convicted of violating a law regulating public events. (If either have, explain the specific offense, date of conviction and in what court): _____

If any stakes or poles are to be placed in the ground you must call Diggers Hotline at least three days prior to installation at 1-800-242-8511. Diggers Hotline Ticket Number: _____

1. List of Vehicles/Buildings/Structures/Machinery to be used: (attach separate sheet if needed)

2. List the number and type of Animals on site: _____
What will the animals be used for? _____

3. List any Street Closings planned and the approval of the applicable Law Enforcement Agency:

4. List Supplier/Phone # of Dumpster provider: _____

5. List other items necessary for event: _____

6. List Outside Vendors: _____

7. List Event Sponsors: _____

8. List Supplier/Phone # of restroom supplier: _____

9. Will alcoholic beverages be sold? (Must comply with Village Ordinance 7-2-16 and WI State Statutes)

☐ YES ☐ NO

10. Is speaker system requested? ☐ YES ☐ NO

Please note: if you are cooking or serving beverages a drip pan must be provided by the applicant for cooking grease and drippings from beer and/or soda taps.

BANNER APPLICATION: Banner Content: _____

Display Dates: _____

(Banners will be hung/removed from the Gazebo Mon-Fri only; display not to exceed 10 days; must be delivered to Village Hall, 2015 Energy Dr., 3 business days prior to display date. Banners shall be displayed on a first come-first served basis, no more than one banner displayed at a time. All banners must be able to be hung using bungee cords, grommets should be located in each corner and at middle – every 2 feet if possible. Banner also needs a means to relieve wind pressure, such as vents or slits.

Sent to DPW _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT:

The undersigned agrees to indemnify and save the Village of East Troy harmless from any loss, damage or expense or any legal liability which the Village may suffer, incur or sustain, or for which said Village of East Troy or the undersigned may become liable, growing out of any injury to persons or real property caused by any of the activities performed at:

_____ on _____
Location Date

Signature of Responsible Party

Agent, Village of East Troy

Date: _____

Date: _____